

NAACO Board of Directors

Roles and Responsibilities of NAACO Executive Officers

The NAACO Board of Directors consists of 8 members: President, President Elect, Past President, Secretary, Treasurer, and has three members who serve as a Director at Large.

PRESIDENT:

The role of NAACO's President is to provide leadership and oversight for all business conducted on behalf of the Association. The President sets the agenda and presides at all NAACO Board of Directors Meetings as well as any general assembly member meetings. The position of President is assumed after one full year of service on the Board of Directors as President Elect, or if for any reason, the current President can no longer fulfill his or her duties. After one year of service as President, the incumbent becomes Past President. The President shall be a non-voting member of the Board of Directors except when necessary to break a tie.

Duties include but are not limited to the following:

1. To provide leadership and oversight for all business conducted on behalf of the association;
2. In conjunction with the Board, to carry out the purpose and functions of the Organization;
3. To assume the initiative and provide vision for the organization;
4. To serve as public spokesperson as needed for the association;
5. To set the agenda and preside at the annual meeting:
 - Offer verbal welcomes:
 - Conference Opening
 - President's Reception
 - Business Meeting
 - Closing
6. To set the agenda and preside at all meetings of the Board of Directors;
7. To cast the deciding vote in the event of a tied motion;
8. To serve as a member of the Budget Committee along with the Treasurer and President Elect;
9. To provide Board of Directors representation for potential conference site visits;
10. To appoint committee chairs and, in consultation with the Board of Directors, appoint officers as needed to fill vacancies which may occur;
11. To recognize existing Board of Directors members at the Closing Session of the annual conference in recognition of their service to NAACO;
12. To present the President's gavel to incoming President, typically during the closing session of the annual conference;
13. To provide notice of new Board appointment to individual's institution President and direct report after completion of term of office;
14. To provide recognition of appreciation (may include gift, plaque, certificate, etc.) to the Conference Co-Chair(s), typically during the closing session of the annual conference;
15. To provide formal review of HQ (may be done at in-person meetings), based on Board members feedback;
16. To provide written President's Message for the following:
 - Mace Newsletter, September – submission due 4th week of August, approx.
 - E-Newsletter, October – submission due 3rd week of September, approx.
 - E-Newsletter, Jan/Feb – submission due 3rd week of December, approx.
 - Conference Book Welcome Letter – submission due 1st week of January, approx.
 - E-Newsletter, April – submission due 3rd week of March, approx.
 - Mace Newsletter, March – submission due 4th week of February, approx.
 - E-Newsletter, July – submission due 3rd week of June, approx.

PRESIDENT ELECT:

The role of NAACO's President Elect is to serve and perform the duties of the President in the absence of the President, in the case of incapacity of the President, or in the event of a vacancy in the office of the President. The position of President is assumed after one full year of service on the

Board of Directors as President Elect. The President Elect shall perform such other duties as from time to time may be assigned to him or her by the President or by the Executive Committee. The President Elect serves as a voting member of the Board of Directors.

Duties include but are not limited to the following:

1. To assist the President in promoting the purpose of the organization;
2. To assume responsibilities in the President's absence;
3. To serve as Board of Directors liaison to conference committee;
4. To serve on the Budget Committee along with the Treasurer and President;
5. To perform any special assignment as dictated by the President;
6. To welcome the "New to NAACO delegates at the annual conference

PAST PRESIDENT:

The role of NAACO's immediate Past President is to serve in an advisory capacity and is responsible for performing duties as assigned by the President. The position of Past President is assumed after one full year of service on the Board of Directors as President. The Past President serves as a voting member of the Board of Directors.

Duties include but are not limited to the following:

1. To serve in an advisory capacity and as needed per direction of the President;
2. To act as Liaison to the Nominations Committee;
3. To act as Liaison to the Corporate Advisory Council;
4. To act as Chair of the Corporate Advisory Council meetings;
5. To act as Liaison for the Conference Corporate Showcase and review/approve layout (keeping in mind hierarchy and length of partnership; competing providers; personal relationships, etc.)
6. To confirm participation of Corporate Sponsors in conference opening procession
7. To coordinate and lead exhibitor and Corporate Sponsor briefing meetings with support from HQ;
8. To present Recognition Awards to Corporate Advisory Council members, typically at the closing session of the annual conference

SECRETARY:

The role of NAACO's Secretary is to serve in managing the official and written records of the Association. The Secretary is responsible for the minutes of the meetings of the Board of Directors and full meetings of the association membership. The Secretary is responsible for providing notice in accordance with the provisions of the Bylaws or as required by law; and, ensure all records are maintained. The Secretary is responsible for personnel issues relating to the Association's business manager. The Secretary serves as a voting member of the Board of Directors.

Duties include but are not limited to the following:

1. Record and take minutes for all in-person Board, Corporate Advisory and Annual Business meetings;
2. To record, take and maintain written and accurate minutes of any committees to which the Secretary is assigned;
3. To maintain historical documents, including a listing of motions carried, Board of Directors listing and conference history;
4. To maintain and monitor listing of Action Items to be completed by the Board;
5. To maintain the permanent records of the association in conjunction with the Association's management company;
6. To keep a record of all by-laws and policies approved by the Board;
7. To prepare the annual board meeting schedule;

8. To maintain the records of the staff person/management company including contracts, benefits, evaluations, etc.
9. To coordinate the yearly board review of the staff/management company by means of the evaluation survey; create final review based on individual survey responses;
10. To ensure that all records of the association are maintained in a safe place;
11. To dispose of old documents with approval of the Board;
12. To ensure all files are in good order for the next Board Secretary;
13. To conduct and report on electronic votes as determined by the President;
14. To ensure that recognition gavel/plaques for the President/Past President are ordered, engraved accurately and ready for presentation, typically at the annual conference; ensure that service and appreciation certificates are ordered and printed accurately for all committee members, regional directors, etc., in recognition of a full term served;
15. To carry out other duties, under the President's direction which may include:
 - a. facilitating the induction of newly appointed members by means of communication and orientation process
 - b. facilitating professional development programs for the Board
 - c. ensuring effective communication flows
 - i. within the Board
 - ii. from the Board to/from its committees and Headquarters
 - d. advising members on the legal obligations of members and of the public entity
 - e. advising the Board and individual members on corporate governance principals and plans
 - f. advising the Board on implementation of corporate governance programs such as risk management and performance assessment
 - g. carrying out the instructions of the Board, assisting in implementing corporate strategies and giving practical effect to the Board's decisions
 - h. dealing with the public as appropriate

TREASURER:

The role of NAACO's Treasurer is to serve as the chief financial officer of the Association. The Treasurer is responsible for the supervision of all funds received by the Association or any of its committees. The Treasurer is responsible for providing direction and authority for distribution of the association's funds. As provided for within the Association Bylaws, the Treasurer is bonded for the faithful discharge of his or her duties in such sum and with such surety as determined by the operation of the Association. The Treasurer serves as a voting member of the Board of Directors.

Duties include but are not limited to the following:

1. Assumes the fiduciary responsibilities for the association which include, but are not limited to:
 - a. ensure that the collection of membership dues, registration fees and billable services/merchandise
 - b. approve expenses and authorize payments/reimbursements
 - c. work with conference chair to facilitate financial responsibilities
 - d. coordinate annual audit and work with Headquarters to resolve all issues/discrepancies; report findings to Board; submit final report to membership (may be done in conjunction with financial statement provided at annual meeting)
 - e. review and sign (or authorize alternate) signature on all contracts/proposals
 - f. monitor all expenses and revenues
 - g. review bank statements
 - h. arrange to file annual taxes in a timely manner; coordinate with Headquarters
 - i. chair the Budget Committee
 - j. submit previous year financial reports and present to the membership at the Annual Business Meeting (yearly)
 - k. submit financial reports for review by the Board of Directors (monthly)
 - l. provide a report (verbal) to the Corporate Advisory Council (semi-annually)

DIRECTOR AT LARGE:

The role of a NAACO Director at Large is to serve as a voting member of the Board of Directors and to assume responsibilities as assigned by the President.

Duties are assigned by the President to meet current association needs and goals, which may include but not be limited to the following:

1. Communications
 - a. coordinate and direct all communication issues with the Association's Management Company, including the organization's website, social networking, and print materials including the conference brochure, regional meeting documents and membership-related documents in conjunction with the appropriate Conference Chairs or Director(s) at Large
 - b. act as board liaison to the Communications Committee
 - c. submit a report for review and present to the membership at the Annual Business meeting
 - d. submit a report to the Board of Directors (monthly)
 - e. provide a report (verbal) to the Corporate Advisory Council (semi-annually)
2. Membership
 - a. appoint regional directors through approved process ("Get Involved")
 - b. coordinate all membership and regional matters and events through strategic planning
 - c. coordinate and communicate meeting responsibilities to regional hosts (i.e. budget requirements, guidelines, etc.) and ensure that all deadlines are met, materials are received and follow up is done in a timely fashion with support from Headquarters and regional directors
 - d. communicate with potential, new and current members with support of Headquarters
 - e. review and approve automatic email text generated by website and other email communications related to membership
 - f. review information on the website with regards to membership information and other email communications related to membership
 - g. review information on the website with regard to membership information and provide updates to Director-at-Large – Communication
 - h. submit a report to the Board of Directors (monthly)
 - i. provide a report (verbal) to the Corporate Advisory Council (semi-annually)
3. Education
 - a. recruit committee members and form sub-committees to research and recommend an educational program for certification; and to develop a financial plan that addresses all steps: development, launch, implementation, continued operation, testing/exam, documentation, hiring of consultants and instructors, insurance and any/all related expenses
 - b. oversee and coordinate efforts of committee to ensure the integrity and direction of assignments and goals
 - c. submit a report for review and present to the membership at the Annual Business meeting
 - d. submit a report to the Board of Directors (monthly)
 - e. provide a report (verbal) to the Corporate Advisory Council (semi-annually)